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Command Policy

**LOGISTICS QUALITY ASSESSMENT/
LOGISTICS READINESS SQUADRON
VEHICLE MANAGEMENT FLIGHT**

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OPR: HQ PACAF/LGRWM
(SMSgt Gary McLean)

Certified by: HQ PACAF/LGR
(Col Ted A. Brewer)

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This Logistics Quality Assessment PACAF Directory and attached mission performance checklist implements AFD 90-2, Inspector General-The Inspection System. It applies to wing-level logistics readiness squadron and regional supply squadron supply operations. This directory supports guidance in AF Policy Directives, AF Manuals, AF Instructions, and PACAF Instructions. This directory does not apply to Air National Guard (ANG) or US Air Force Reserve Command (AFRC) units and members.

The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use this directory in conjunction with their annual unit self-assessment. The objective is to identify deficiencies, which preclude attainment of required capabilities. Units can supplement this publication to add internal compliance items. This directory may be used in whole or in part by higher headquarters during visits or exercises.

The attached mission performance checklist represents key processes, procedures, and requirements that must be accomplished to ensure successful mission accomplishment by wing logistics readiness squadron operations. Items critical to the proper operation of the subfunctional areas and require special vigilance are identified by a pound sign (#). The HQ PACAF Inspector General will grade these items during unit compliance inspection (UCI) visits.

SUMMARY OF REVISIONS

A bar (|) indicates revision from the previous edition.

1. Authorized release of Word (.doc) file can only be acquired by contacting the appropriate OPR directly.

POLLY A. PEYER, Brig Gen, USAF
Director of Logistics

Attachment 1**LOGISTICS READINESS SQUADRON/VEHICLE MANAGEMENT
FLIGHT MISSION PERFORMANCE CHECKLIST****A1.1. WEAPON SYSTEM SUPPORT****A1.2. VEHICLE MANAGEMENT**

A1.2.1. VEHICLE MAINTENANCE [NOTE: All references are from AFMAN 24-307 unless otherwise noted.]

A1.2.1.1. Assess the following processes of vehicle maintenance to ascertain whether the flight provides safe and serviceable vehicles to customers, with speed and efficiency, in compliance with applicable written directives:

A1.2.1.1.1. VEHICLE MAINTENANCE MANAGEMENT

A1.2.1.1.1.1. Have the required maintenance operating instructions (MOI) been developed? (para 1.12.1, PACAF Sup 1, T.O. 36-1-191, para 2.28.1.5.)

A1.2.1.1.1.1.1. Are there MOIs for operationally unique situations? (para 1.12.1, PACAF Sup 1)

A1.2.1.1.1.1.2. Has the work force reviewed and acknowledged they understand the MOIs? (para 1.12.1, PACAF Sup 1)

A1.2.1.1.1.2. Have continuity books been developed? (para 1.39.36, PACAF Sup 1)

A1.2.1.1.1.2.1. Do they include all written approvals to deviate from prescribed requirements?

A1.2.1.1.1.2.2. Is information on future construction projects, and current/past maintenance practices included?

A1.2.1.1.1.3. (#) Are publications required to establish and operate the vehicle maintenance shop readily available for reference? (AFMAN 24-307, attachment 1)

A1.2.1.1.1.3.1. Do outlying shops have required (up-to-date) publications on-hand? (para 4.3.1.)

A1.2.1.1.1.4. Are procedures established to ensure all requests to locally purchase equipment for which maintenance has primary or assistance responsibility are sent through vehicle maintenance management? (para 1.30.1)

A1.2.1.1.1.5. Are regular shop meetings conducted with materiel control, maintenance control and analysis, and section supervisors to identify and solve maintenance, VDP, and work process problems? (para 1.39.25)

A1.2.1.1.1.6. Is cannibalization primarily used to meet critical needs and are cannibalization actions properly documented and charged? (para 1.10)

A1.2.1.1.1.7. (#) Does the flight have an effective training program? (AFMAN 24-307, para 5.2)

A1.2.1.1.1.7.1. Are training records properly documented? (AFI 36-2201, Chapter 3.11.10.)

A1.2.1.1.1.7.2. (#) Are all personnel provided specialized safety, fire protection, and health training upon initial assignment and when there is a change in equipment, procedures, processes, or safety, fire protection, and health requirements? Is the AF Form 55 used to document all specialized training and ensure initial briefings of the mandatory briefing items? (AFI 91-301, paras 7.2.4. and 7.2.6.)

A1.2.1.1.1.7.2.1. Has the VMM/VMS satisfactorily completed the safety checklist at Attachment 7 of AFOSH Std 91-20? Is checklist completion accomplished at least quarterly? (AFOSH Std 91-20 Attachment 7)

A1.2.1.1.1.7.3. Have special training needs been identified and requested through appropriate channels? (para 5.4.2.)

A1.2.1.1.1.7.4. (#) Does the training plan reflect qualification requirements in each task the technician is required to perform? (AFMAN 24-307, para 5.3.6.)

A1.2.1.1.1.7.5. (#) Does the training plan include training qualified mechanics in new or improved troubleshooting techniques, shop and test equipment, and vehicle systems? (AFMAN 24-307, para 5.2.1.)

A1.2.1.1.1.7.6. Does the training plan include rotating all mechanic technicians through each section of vehicle maintenance when training to the 7 Skill level? (para 5.2.3.)

A1.2.1.1.1.8. (#) Are vehicle inspections and quality assurance findings reviewed by management? Is corrective action taken as necessary? (DOD 4500.36-R, Chapter 12, and AFMAN 24-307, para 1.39.11)

A1.2.1.1.1.8.1. (#) Are safe and serviceable vehicles provided to the customer? (DOD 4500.36-R, Chapter 12, and AFMAN 24-307, para 1.1.3)

A1.2.1.1.1.9. (#) Are PACAF VIC goals being met, and if not, is progress being evaluated? (DOD 4500.36-R, Chapter 12, AFMAN 24-307; paras 2.16.1 and 2.19.2, PACAF Sup 1)

A1.2.1.1.1.10. (#) Is work being delayed that will cause serious damage to the vehicle or compromises safety standards? (DOD 4500.36-R, Chapter 12, and AFMAN 24-307, para 2.6.1)

A1.2.1.1.1.11. Are vehicles deadlined for parts (VDP) prepared in accordance with guidelines in T.O. 36-1-191, Chapter 8.10? (AFMAN 24-307, PACAF Sup 1, para 1.44.15)

A1.2.1.1.1.11.1. Are general condition inspections (with particular emphasis to security and preservation) being accomplished on vehicles placed in storage? (T.O. 36-1-191, para 8.10.; PACAF Sup 1, para 1.44.15.)

A1.2.1.1.1.12. (#) Are hazardous waste management/recycling programs developed and used to the maximum extent possible? (CFR Title 40, Section 262, and AFMAN 24-307, para 1.29.)

A1.2.1.1.1.12.1. (#) Are approved procedures followed for disposing of fuel, lubricants, oil, paint, and solvents to minimize harmful effects to the environment? (CFR Title 40, Section 262, and AFMAN 24-307, para 1.29.4.)

A1.2.1.1.1.12.2. (#) Are technicians responsible for servicing motor vehicle air conditioning systems certified as required by CFR Title 40, Section 82? (AFMAN 24-307, para 1.29.1.2.)

A1.2.1.1.1.13. Has the VMM/VMS implemented local procedures to identify, report, and correct vehicle abuse? (para 1.28.)

A1.2.1.1.1.14. Is the VMM/VMS familiar with the vehicle priority buy program and notified by fleet vehicle management & analysis as to which new vehicles are projected for delivery? (DOD 4500.36-R, Chapter 12, and AFMAN 24-307, para 1.39.23.)

A1.2.1.1.1.14.1. Are vehicles identified for replacement (by registration number) and is this information used when repair decisions are made? (AFMAN 24-307, para 2.4.)

A1.2.1.1.1.15. (#) Are shop tools and equipment being inspected and maintained IAW technical data or T.O. 34-1-3? (AFMAN 24-307, para 1.39.3.)

A1.2.1.1.1.16. Does the use of the International Merchant Purchase Authorization Card (IMPAC) conform to prescribed directives? (para 1.39.40.)

A1.2.1.1.1.17. Has a supply point been established? (para 3.80.)

A1.2.1.1.1.17.1. Is it operated IAW applicable directives? (para 3.80., and AFMAN 67-1, Volume II, Part II, Chapter 24)

A1.2.1.1.1.18. Is a tire recap program in effect? (AFMAN 24-307, para 1.29.2; T.O. 36-1-191, para 4.52.)

A1.2.1.1.1.19. Is management aware of its space requirements in reference to AFI 32-1024, and has a request for action been taken (if required)? (para 4.2.1.1.)

A1.2.1.1.1.19.1. (#) Are the facilities adequate, if not, have any deficiencies been identified? (para 4.2.1.1.)

A1.2.1.1.1.20. Are special levels adequate to support assigned critical vehicles? (para 3.9.)

A1.2.1.1.1.20.1. Have special levels for vehicles no longer assigned been purged? (para 3.9.)

A1.2.1.1.1.20.2. Is follow-up action taken on AF Forms 1996 after 10 days for base-level approval? (para 3.9.4.)

A1.2.1.1.1.21. (#) Has the VMM/VMS set up a program to accomplish seasonal repairs? (AFI 24-302, para 2.14.3.; and PACAF Sup 1, AFMAN 24-307, para 1.12.1.(Added))

A1.2.1.1.1.22. Are adequate technical orders on hand to support the assigned fleet and are they managed in accordance with T.O. 00-5-2? (T.O. 00-5-2)

A1.2.1.1.1.22.1. Is Mitchell on Demand digital technical data system used to support the general purpose vehicle fleet? Is there a process in place to ensure the necessary

upkeep, posting of quarterly updates, and appointment of a system manager? (PACAF Sup 1, 4.3.3.)

A1.2.1.1.1.23. (#) Is the VMM/VMS performing final inspections on all vehicles inspected and prepared for shipment to ensure serviceability, and certifying its condition by signature on the LTI form? (PACAF Sup 1, para 1.39.38.1.)

A1.2.1.1.2. VEHICLE MANAGEMENT & ANALYSIS

A1.2.1.1.2.1. MAINTENANCE CONTROL & ANALYSIS

A1.2.1.1.2.1.1. (#) Has a scheduled maintenance program been developed for the assigned vehicle fleet? (DOD 4500.36-R, Chapter 12, AFMAN 24-307, paras 1.14. and 2.1.3.)

A1.2.1.1.2.1.2. Are lubrication intervals scheduled as specified in T.O. 36-1-191? (para 4.7.2.)

A1.2.1.1.2.1.2.1. Have deviations been approved by HQ PACAF/LGT?

A1.2.1.1.2.1.3. Is maintenance management informed when the number of mission essential vehicles in the shop is below the mission essential level (MEL) or below the vehicle in commission (VIC) goal? (para 2.2.4.)

A1.2.1.1.2.1.4. (#) Is the Time Compliance Technical Order (TCTO) program properly maintained? (para 2.13.)

A1.2.1.1.2.1.4.1. Are TCTOs accomplished in a timely manner? (para 2.1.3.)

A1.2.1.1.2.1.4.2. Is there a master TCTO file established and is it properly maintained? (AFMAN 24-307, para 2.13., PACAF Sup 1, para 2.2.22.)

A1.2.1.1.2.1.5. (#) Are vehicle service bulletins, safety recalls and one-time inspections properly documented and accomplished in a timely manner? (para 2.2.22.)

A1.2.1.1.2.1.6. Are reimbursement and distribution (R&D) codes being furnished to the AFO through the budget office for validation annually and when a change is required? (para 6.47.)

A1.2.1.1.2.1.6.1. (#) Are all costs for accidents and abuses being documented and is reimbursement being requested? (para 1.28.)

A1.2.1.1.2.1.7. Are all permanent records being maintained in the vehicle records jacket as required? (Table 6-1 and para 6.6.)

A1.2.1.1.2.1.8. Is MC&A maintaining the OLVIMS database accurately and with data integrity? (para 2.2.25.)

A1.2.1.1.2.1.8.1. Is the database backed up as required? (AFCSM 24-1, section 5.5.)

A1.2.1.1.2.1.8.2. Is a periodic update of the entire OLVIMS system backed up and stored at an off-site location? (AFCSM 24-1, para 1.6d.(3).(d).)

A1.2.1.1.2.1.9. Is the maintenance portion of the Operator's Inspection and Trouble Report form properly accomplished? (para 6.20.14)

A1.2.1.1.2.1.10. Are unit force activity designator (FAD) codes verified annually? (para 2.2.30.(Added), PACAF Sup 1)

A1.2.1.1.2.1.11. Is MC&A ensuring work is authorized before it is started and is the VMM/VMS notified of any estimated repair costs that exceed the one-time repair limit? (para 2.2.3.)

A1.2.1.1.2.1.12. Are replacement codes A-D and delayed code G used for work that is decided not to be accomplished; and is the vehicle returned to the user? (paras 6.20.1. and 6.20.16.1.)

A1.2.1.1.2.1.13. Are AF Forms 1828 and OLVIMS repetitive maintenance screen reviewed for repetitive maintenance? (para 2.3.1.)

A1.2.1.1.2.1.14. Is analysis performed as required by the VMM and VMS, using Table 2.2 as a guide? (paras 2.2.28., 2.15.2., and Table 2.2.)

A1.2.1.1.2.1.15. Is the flight using vehicle warranties to the fullest extent when practical, as outlined in T.O. 36-1-191 Chapter 7? (para 1.39.19.)

A1.2.1.1.2.1.16. Are depot repair needs being identified and planned for input IAW T.O. 36-1-191 Chapter 9? (para 2.2.17.)

A1.2.1.1.2.1.17. Is an active and inactive contract maintenance file maintained, and is the current status of the contract funds available? (para 2.9.1.)

A1.2.1.1.2.1.18. Is the REMS reconciliation (PCN SN004-013) being reviewed/corrected? (para 2.23.1.)

A1.2.1.1.2.2. FLEET MANAGEMENT

A1.2.1.1.2.2.1. ANALYSIS

A1.2.1.1.2.2.1.1. (#) Is the utilization/rotation analysis completed and reviewed by the MSG/CC on an annual basis? (AFI 24-301, para 3.1.6.2, para 5.2.6, PACAF Sup 1, para 3.1.6.2.1)

A1.2.1.1.2.2.1.2. Are severely under-utilized assets identified during the annual rotation analysis evaluated for possible elimination? (AFI 24-301, para 3.1.6.2, PACAF Sup 1, para 3.1.6.2.1)

A1.2.1.1.2.2.1.3. When it is determined that a severely under-utilized asset will not be eliminated, is the rationale documented and approved by the MSG/CC? (AFI 24-301, PACAF Sup 1, para 3.1.6.2.1)

A1.2.1.1.2.2.1.4. Are vehicles in replacement code K and above evaluated for rotation by management code and year group on an annual basis? (AFI 24-301, PACAF Sup 1, para 3.1.6.2.2)

A1.2.1.1.2.2.1.5. Are vehicles with accumulated mileage/hours plus or minus 20 percent of the base fleet average evaluated for rotation? (AFI 24-301, PACAF Sup 1, para 3.1.6.2.2)

A1.2.1.1.2.2.1.6. When it is determined that an asset with accumulated mileage that is plus or minus 20 percent of the fleet average will not be rotated, is the ratio-

nale documented and approved by the MSG/CC? (AFI 24-301, PACAF Sup 1, para 3.1.6.2.2)

A1.2.1.1.2.2.1.7. (#) Are all required semiannual analyses being conducted to evaluate service, vehicle usage and AFEMS rejects? (AFI 24-301, para 3.1.6.3)

A1.2.1.1.2.2.2. **CONTRACTOR SUPPORT**

A1.2.1.1.2.2.2.1. Was prior approval received from HQ PACAF/LGR to include any government owned vehicles as GFE in a statement of work and contract solicitation? (AFI 24-301, para 12.1.1)

A1.2.1.1.2.2.3. **VEHICLE CONTROL PROGRAM**

A1.2.1.1.2.2.3.1. Is a vehicle control program established for all units with vehicles assigned? (AFI 24-301, para 3.1.7)

A1.2.1.1.2.2.3.2. Are unit vehicle control personnel appointed by the unit commander. Does fleet management provide orientation for all newly assigned VCO/VNCOs on Air Force vehicle management policies? (AFI 24-301, para 3.1.7)

A1.2.1.1.2.2.3.3. Are vehicle control function assistance visits conducted on all organizations annually...are all mandated issues addressed during the visits and are results documented and provided to the unit commander? (AFI 24-301, para 3.1.7.1, PACAF Sup 1, para 6.28.8)

A1.2.1.1.2.2.3.4. Are semiannual operator care assessment inspections conducted on all vehicle control programs...is at least 40 percent of every unit's fleet inspected during assessments...is inspection criteria established and provided to unit commanders? (AFI 24-301, para 3.1.7.2, PACAF Sup 1, para 3.1.7.2.1)

A1.2.1.1.2.2.3.5. Is a consolidated semiannual operator care assessment report provided to the MSG/CC following each inspection cycle? (AFI 24-301, para 3.1.7.2)

A1.2.1.1.2.2.4. **VEHICLE AUTHORIZATION/REGISTERED EQUIPMENT MANAGEMENT**

A1.2.1.1.2.2.4.1. Have vehicle priority recall and mission essential listings been developed and are they approved by the MSG/CC annually? (AFI 24-301, para 5.2.4)

A1.2.1.1.2.2.4.2. (#) Are excess vehicles processed for disposition within 60 calendar days from the date the vehicle becomes excess? (AFI 24-301, para 5.5.1)

A1.2.1.1.2.2.4.3. Does fleet management validate all requests for rentals and leases for installation activities regardless of who funds for the rentals? (AFI 24-301, para 5.9.4.1)

A1.2.1.1.2.2.4.4. Does fleet management maintain a log of all leases/rentals...does the log list each purchase request in numerical sequence and the reason for its initiation? (AFI 24-301, para 5.9.4.2)

A1.2.1.1.2.2.4.5. Are leases exceeding 60 days approved by MAJCOM/LGR? (AFI 24-301, para 5.10.1)

A1.2.1.1.2.2.4.6. (#) Does base-level OLVIMS fleet management module (formally AFIS) and REMS vehicle authorization data match authorization records contained in the MAJCOM module of OLVIMS (formally MAFIS)? (AFI 24-301, para 6.4)

A1.2.1.1.2.2.4.7. (#) Is the quarterly OLVIMS fleet management module (AFIS) transmittal file forwarded to HQ PACAF/LGRWM by the 10th of each month? (AFI 24-301, PACAF Sup 1, para 1.2.12.7.2)

A1.2.1.1.2.2.4.8. (#) Is the monthly ship, salvage, receipt report forwarded to HQ PACAF/LGRW by the 10th of each month? (AFI 24-301, PACAF Sup 1, para 1.2.12.7.1)

A1.2.1.1.2.2.4.9. Does the logistics readiness squadron commander or chief of transportation approve all vehicle disposition actions? (AFI 24-301, PACAF Sup 1, para 6.15.1)

A1.2.1.1.2.2.4.10. Are disposition requests for assets identified as AF critical forwarded to the MAJCOM? (AFI 24-301, PACAF Sup 1, para 6.15.1)

A1.2.1.1.2.2.4.11. Are LTIs completed within 45 days on excess vehicles? (AFI 24-301, para 6.16)

A1.2.1.1.2.2.4.12. (#) Are monthly REMS and OLVIMS data reconciliations completed...is the PCN 13 annotated to reflect corrective actions taken? (AFI 24-301, para 6.20)

A1.2.1.1.2.2.4.13. (#) Are copies of all "fileable documents" sent to the document control section within five work days? (AFI 24-301, para 6.26)

A1.2.1.1.2.2.4.14. (#) Are the MO6, PCN 13 and Q09 reports retained for at least one year? (AFI 24-301, para 6.26.13 and 6.26.14)

A1.2.1.1.2.2.4.15. Do scooter management practices comply with AF/PACAF regulatory guidelines? (AFI 24-301, para 6.28 and AFI 24-301, PACAF Sup 1, para 6.28.8)

A1.2.1.1.3. MATERIEL CONTROL (MC)

A1.2.1.1.3.1. (#) Are materiel control personnel receiving training on both vehicle maintenance requirements and supply procedures? (AFMAN 24-307, paras 3.1.4. and 3.1.5.)

A1.2.1.1.3.2. Are the daily document register (DO4) and priority monitor report (D18) used to check issues, due out releases, cancellations, and required delivery dates (RDDs)? (paras 3.5.1. and 3.56.1.2.)

A1.2.1.1.3.3. Does MC ensure that assigned unit FAD codes are consistent with the mission of the vehicles and are used when ordering parts? (para 3.7.1.)

A1.2.1.1.3.4. Does materiel control aggressively follow-up on VDP/MICAP parts requested from supply, COPARS, VPSO, or other sources when status is poor? (paras 3.2. and 3.61.)

A1.2.1.1.3.4.1. Have procedures been established to initiate supply difficulty action when unacceptable status is received from base supply? (para 3.61.)

A1.2.1.1.3.5. Are procedures established to effectively manage and control due-in from maintenance (DIFM) items? (para 3.77.1)

A1.2.1.1.3.5.1. Have they been coordinated with the repair cycle support element of base supply? (para 3.2)

A1.2.1.1.3.6. Is the appropriate required delivery date (RDD) entered on base supply requisitions for all vehicles deadlined for parts (VDP) orders? (PACAF Sup 1, para 1.44.18.)

A1.2.1.1.3.7. Has the VMM/VMS approved fast-moving high cost bench stock items and are they replenished using work order number H8888? (para 3.74.1.)

A1.2.1.1.3.7.1. Are issued high cost bench stock items documented on the AF Form 1823, and are costs properly input into OLVIMS? (para 3.74.3. and Table 2-2, Rule 10)

A1.2.1.1.3.8. (#) Are tool cribs properly managed and accounted for? (para 3.83.)

A1.2.1.1.3.8.1. Is a complete list maintained of all tools in the tool crib(s), and does it have all the required information? Is an inventory done annually or when the tool room custodian changes? (para 3.83.1.5.)

A1.2.1.1.3.8.2. Are tools and precision measuring equipment scheduled for calibration and certification? Is a visual display board or listing used to keep the current status of PMEL equipment? (para 3.83.1.6.)

A1.2.1.1.3.9. (#) Are individual tool kits (ITK) and consolidated tool kits (CTK) properly controlled and accounted for? (para 3.83.)

A1.2.1.1.3.9.1. Are ITKs sub-receipted to the technicians and CTKs to the section supervisor(s)? (para 3.83.2.3.)

A1.2.1.1.3.9.2. Are custodian receipt folders properly maintained for each tool kit/CTK? (para 3.83.2.10.)

A1.2.1.1.3.10. Is there an inventory management system established for quick reference on all work order residue? (para 3.85.)

A1.2.1.1.3.10.1. Does materiel control consolidate all shop's work order residue listings and ensure duplicate parts are not reordered? (para 3.2)

A1.2.1.1.3.10.2. Is the consolidated PACAF work order residue listing posted and used in materiel control? (PACAF Sup 1, para 3.8.5.)

A1.2.1.1.3.11. Is reconciliation accomplished on delayed work orders to backorder requests between MC&A and materiel control? (paras 3.68.2.1. and 3.68.2.2.)

A1.2.1.1.3.12. Are low cost bench stock items included in high cost bench stocks if the number of these items required for normal maintenance use on a single work order exceeds \$60? Examples include filter/separator elements and nozzles used on refueling vehicles. (PACAF Sup 1, para 6.37.)

A1.2.1.1.4. CUSTOMER SERVICE CENTER

A1.2.1.1.4.1. (#) Is vehicle out-of-commission time started when maintenance validates the requirement? (DOD 4500.36-R, Chapter 12, and AFMAN 24-307, para 1.16.1.)

A1.2.1.1.4.1.1. (#) Does the work order open date/time match those on the operator inspection card? (DOD 4500.36-R, Chapter 12)

A1.2.1.1.4.2. Is diagnostic test equipment available? (para 4.5.)

A1.2.1.1.4.2.1. (#) Are complete serviceability inspections done as needed using diagnostic test equipment? (DOD 4500.36-R, Chapter 12, and AFMAN 24-307, para 4.5.)

A1.2.1.1.4.3. (#) Are safety defects being delayed or deferred? (DOD 4500.36-R, Chapter 12, AFMAN 24-307, para 4.5.)

A1.2.1.1.4.4. (#) Are emission control devices inspected during scheduled maintenance? (DOD 4500.36-R, Chapter 12, and T.O. 36-1-191, para 3.9.)

A1.2.1.1.4.5. Are minor maintenance repairs that take less than two hours documented on a minor maintenance work order? (para 4.6.)

A1.2.1.1.4.6. (#) Are final quality control inspections accomplished as determined by the VMM/VMS? (DOD 4500.36-R, Chapter 12, AFI 24-302, para 1.4.; and AFMAN 24-307, para 4.6.)

A1.2.1.1.5. SHOP SAFETY (ALL SHOPS)

A1.2.1.1.5.1. (#) Are flammable materials, which are authorized storage in the shop, stored in proper containers? (AFOSH Std 91-20, para 1.2.9.1-1.2.9.2; AFOSH Std 91-501)

A1.2.1.1.5.2. (#) Are shop floors kept clean and orderly? (AFOSH Std 91-20, para 1.2.7.3)

A1.2.1.1.5.2.1. Are spills cleaned up immediately? (AFOSH Std 91-20, para 1.2.7.3)

A1.2.1.1.5.3. (#) During welding operations are personnel wearing suitable protective clothing such as, helmets, shields, gloves, gauntlets, and other items of approved clothing? (AFOSH Std 91-20, paras 9.2.2.1.5 thru 9.2.2.1.6)

A1.2.1.1.5.4. (#) Are oxygen cylinders stored separately from cylinders of fuel gas? (AFOSH Std 91-20, paras 6.2.5.1)

A1.2.1.1.5.4.1. If collocated, is there a fire-proof barrier between them? (AFOSH Std 91-20, para 6.2.5.2)

A1.2.1.1.5.4.2. Are cylinders in an upright position and secured to prevent them from being knocked over accidentally? (AFOSH Std 91-20, paras 6.2.5.4 thru 6.2.5.5)

A1.2.1.1.5.5. (#) Are personnel trained by the supervisor/designated trainer on all machinery or equipment they are required to use? (AFOSH Std 91-501, para 18.3.3.)

A1.2.1.1.5.5.1. Is training for shop equipment documented on a shop-specific AF Form 797 for those individuals who can operate and maintain the equipment, and has the supervisor certified those items on the AF Form 797? (AFOSH Std 91-501, para 18.3.3.)

A1.2.1.1.5.6. (#) Are protective goggles or face shields worn by operators while operating grinding wheels? (AFOSH Std 91-20, Table 1-1, Note)

A1.2.1.1.5.7. (#) Are mechanics not wearing loose clothing, rings, or other jewelry when working on or around equipment and vehicles? (AFOSH Std 91-66, paras 2.1., 2.2.)

A1.2.1.1.5.8. (#) Are shower and eye wash stations activated/inspected monthly to ensure proper operation and is inspection documented? (AFOSH Std 91-20, para 2.2.2.)

A1.2.1.1.6. REFUELING MAINTENANCE

A1.2.1.1.6.1. Has an MOI been established defining procedures for operation of the refueling maintenance shop to include: confined space entry procedures, purging of tanks, grounding of vehicles, and draining fuel tanks before working on pumping systems? (PACAF Sup 1, para 1.12.)

A1.2.1.1.6.2. (#) Does the refueling maintenance supervisor enforce the two-person concept? (AFOSH 91-20, para 9.2.7.8)

A1.2.1.1.6.3. Do new hoses come certified as hydrostatic tested prior to receipt and installation? Are hoses utilized for hot and ICT refueling hydrostatic tested annually? (T.O. 37A-1-101, para 5-5.a; and T.O. 36-1-191 Chapter 3, para 3.7. (note))

A1.2.1.1.6.4. Is fuels operations being notified when new hoses are installed, filters replaced, or the pumping system has been opened? Is this notification documented? (T.O. 36-1-191, Chapter 3, para 3.10. (note))

A1.2.1.1.6.5. Are PMEL requirements for gauges at refueling maintenance tracked on a visual display board or computer generated listing? (para 3.83.1.6.)

A1.2.1.1.7. PAINT SHOP

A1.2.1.1.7.1. (#) Are respirators meeting National Institute of Occupational Safety and Health (NIOSH) requirements worn by painters during spray operations? (T.O. 36-1-191, Chapter 2, para 2.21.1.)

A1.2.1.1.7.2. (#) Is protective clothing available and used in the paint shop when painting is in progress? (AFOSH Standard 91-17, para 2.1.6.)

A1.2.1.1.7.3. (#) Does the paint booth meet the requirements of NFPA Standard No. 33 and AFOSH Standard 91-17? (AFOSH Std 91-17, para 2.17.2.)

A1.2.1.1.7.4. Are walls and floors covered with a non-combustible product that can be removed when dirty? (T.O. 36-1-191, para 2.21.4.)

A1.2.1.1.7.5. Do all electrical installations meet the requirements of NFPA Standard No. 33 and National Electric Code No. 70? (T.O. 36-1-191, para 2.21.6.; and AFOSH Std. 91-17, para 2.6.2.)

A1.2.1.1.7.6. Is there an adequate amount of the proper type fire extinguishers available? (T.O. 36-1-191, para 2.21.10.; AFOSH Std. 91-17, para 2.3.10.)

A1.2.1.1.7.7. Is protective clothing stored in a metal, ventilated locker when not in use? Are street clothing and work clothing kept separated? (AFOSH Std. 91-17, para 2.1.5.)

A1.2.1.1.7.8. Are dirty rags and paper trash kept in two different containers with self-closing lids? Are containers properly marked? Are containers emptied daily? (AFOSH Stds. 91-17, para 2.3.8.; 91-66, para 1.1.2.)

A1.2.1.1.8. TIRE SHOP

A1.2.1.1.8.1. Is all tire shop equipment in a safe operating condition? (para 4.8.2.)

A1.2.1.1.8.1.1. (#) Are all tire machines securely mounted and in good/safe working order? Exception: tire safety cages will not be secured to the floor. (AFOSH Std 91-501, para 18.3.2.)

A1.2.1.1.8.2. Is a copy of TO 36-1-191, Selection, Inspection, Servicing and Control of Motor Vehicle Tires, maintained in the tire shop? Is a current copy of the Tire and Rim Association Yearbook posted? (para 4.8.7.)

A1.2.1.1.8.3. (#) Is the tire shop's tire inflation cage approved by the installation ground safety office as certified and adequate for all split-rim tire and wheel servicing?

A1.2.1.1.8.3.1. Is a regulator, gauge, shut-off valve, service hose and lock type chuck used to control air when inflating? (T.O. 36-1-191, Chapter 4, para 4.35.1.)

A1.2.1.1.8.4. Have clip-on chucks and hose extensions been installed on all tire shop air hoses equipped with gauges? (T.O. 36-1-191, Chapter 4, para 4.24.3.4.5.)

A1.2.1.1.8.4.1. Are gauges used for tire inflation checks in vehicle maintenance checked quarterly for accuracy? (T.O. 36-1-191, Chapter 4, para 4.35.2.)

A1.2.1.1.8.5. (#) Are personnel assigned to the tire shop thoroughly trained in all aspects of tire inspection and repair procedures? Has training certification been documented in appropriate training records? (AFMAN 24-307, para 4.8.7.; T.O. 36-1-191, Chapter 4, para 4.33.3.; and OSHA 1910.177)

A1.2.1.1.8.5.1. (#) Are all tire shop personnel trained in multi-piece wheel rim disassembly/assembly procedures? (T.O. 36-1-191, para 4.33.3.1.) Is this training documented appropriately?

A1.2.1.1.8.6. Are lug nuts on vehicles equipped with disc brakes torqued when the wheel is mounted? (T.O. 36-1-191, Chapter 4, para 4.36.)

A1.2.1.1.8.7. Are tire inventories and issues strictly controlled to prevent fraud, waste, and abuse? (para 1.39.35.)

A1.2.1.1.9. BATTERY SHOP

A1.2.1.1.9.1. Is all battery shop equipment in good working order? (para 4.9.4.)

A1.2.1.1.9.2. (#) Is running water immediately available during acid diluting operations? (AFOSH Std 91-66, para 1.3.1.11.4.)

A1.2.1.1.9.3. (#) Are facilities for the quick drenching of the eyes and body provided in the immediate area? (AFOSH Std 91-66, para 1.3.1.13.)

A1.2.1.1.9.4. (#) Are workers instructed in emergency procedures? (AFOSH Std 91-66 para 1.3.1.1.)

A1.2.1.1.9.5. Are battery issues and inventory controls implemented to prevent fraud, waste, and abuse? (para 1.39.35.)

A1.2.1.1.10. WRM

A1.2.1.1.10.1. (#) Do all vehicles with open discrepancies, requiring inspection, or those that are overdue scheduled maintenance have open work orders in OLVIMS? (AFMAN 24-307, PACAF Sup 1, para 1.14.7(added))

A1.2.1.1.10.2. (#) Are complex, special purpose vehicles and equipment assets afforded inside storage to the greatest extent possible? (PACAFI 25-101, paras 9.5., 9.14.)

A1.2.1.1.10.3. Are the appropriate WRM codes entered in OLVIMS? (AFCSM 24-1, para 5.3.11, Attachment 4)

A1.2.1.1.10.4. (#) Are vehicles placed in “36-1-191 Plus” condition when placed into “*inactive*” storage? (PACAFH 24-3, Attachment 4)

A1.2.1.1.10.4.1. (#) Are vehicles properly preserved when placed into “*inactive*” storage? (PACAFH 24-3, Chapter 5)

A1.2.1.1.10.4.2. (#) Are vehicles properly preserved when placed into “*active*” storage? (PACAFH 24-3, Chapter 6)

A1.2.1.1.10.4.3. Prior to actual storage, are “F” prefix work orders initiated in OLVIMS for each vehicle? (PACAF 24-3, para 3.1)

A1.2.1.1.10.4.4. When placing vehicles into storage is system code 35 XX used to capture labor hours associated with preservation hours? (PACAFH 24-3, para 4.2.4.)

A1.2.1.1.10.4.5. To ensure each component is properly preserved is a Vehicle and Equipment Preservation Checklist being utilized when placing vehicles into storage? Does this checklist detail the storage conditions required by Chapter 5 and 6 of PACAFH 24-3? (PACAFH 24-3, para 4.2.1., Attachment 2)

A1.2.1.1.10.4.6. Is the most current copy of the Vehicle and Equipment Preservation Checklist filed in the vehicle/equipment records jacket? (PACAFH 24-3, para 4.2.1.)

A1.2.1.1.10.5. Does the QAE monitor contractor performance and document substandard performance as applicable? (Applicable Vehicle Maintenance Contract Performance Work Statement)

A1.2.1.1.10.6. Are QAE reports forwarded to the COR within allotted time frames? (Applicable Local Checklist on COR Responsibilities)

A1.2.1.1.10.7. Are the correct direct and indirect labor rates used when calculating costs on Limited Technical Inspections (LTIs)? (AFMAN 24-307, PACAF Sup 1, para 1.20.1.)

A1.2.1.1.10.8. Are bench stocks established to ensure that parts needed to support the shop are available? Are bench stocks filled and adequate? Are bench stocks periodically (at least semiannually) reviewed, purged of unnecessary stocks, and updated to reflect new requirements as necessary? (AFMAN 24-307, paras 3.70, 3.71.)

A1.2.1.1.10.9. Are adequate temporary mission support kits (TMSK) identified for all vehicle authorization list (VAL) “Use Code A” mobility assets and all WRM vehicles projected to deploy to alternate use locations? (PACAFI 25-101, Table 9.1; AFMAN 24-307, PACAF Sup 1, para 7.22)

A1.2.1.1.10.10. Are collocated operating base (COB) TMSKs maintained on hand as required? (AFMAN 24-307, PACAF Sup 1, para 7.22.2.)

A1.2.1.1.10.11. Are sufficient copies of TOs maintained to support the WRM fleet? (AFMAN 24-307, para 7.4.4.10. and PACAFH 24-3, para 2.5.)

- A1.2.1.1.10.11.1. Are sufficient copies of TOs maintained for deployment with “Use Code A” mobility assets and for all WRM vehicles projected to deploy to alternate use locations? (AFMAN 24-307, para 7.22.3)
- A1.2.1.1.10.12. Are TCTOs accomplished as specified in applicable instructions? (AFMAN 24-307, para 2.13., PACAFH 24-3, para 2.6.)
- A1.2.1.1.10.13. Is a long-range scheduled maintenance plan developed each year? Does the plan include special provisions for vehicles that will support major exercises? (PACAFI 25-101, para 9.9.10.)
- A1.2.1.1.10.14. Are using organizations providing a fund cite or Military Inter-departmental Purchase Request (MIPR) prior to release of WRM vehicle assets? (PACAFI 25-101, para 6.12.3.4.)
- A1.2.1.1.10.15. Is a locally generated user fee formula used to determine cost to be charged for each vehicle type, i.e., by management code? (PACAFI 25-101, para 6.20.3., 6.20.4.)
- A1.2.1.1.10.16. Is a base vehicle support plan included in the transportation chapter of the BSP? Does it identify user requirements, procedures to redistribute peacetime assets, deployment of WRM vehicles to alternate locations and recall of joint use vehicles for redistribution to wartime users? (PACAFI 25-101, para 9.7.6.)
- A1.2.1.1.10.17. Are unit assigned WRM integrated vehicles inspected in conjunction with the Vehicle Control Function vehicle inspection program? (PACAFI 25-101, Table 9.1.)
- A1.2.1.1.10.18. Is a plan developed to accomplish rotation of WRM vehicles with peacetime assets to assure optimum aging of the total base fleet? (PACAFI 25-101, para 9.12.)
- A1.2.1.1.10.19. Has a WRM vehicle exercise route been coordinated with base safety and security forces, and approved by the transportation commander maintained by the WRM vehicle monitor? (PACAFI 25-101, para 9.11.4.1.10.1.)
- A1.2.1.1.10.20. Are WRM vehicle road kits established which contain, at a minimum, reflectorized warning triangle, flashlight, first aid kit, jack w/handle, lug wrench, and spare tire? (PACAFI 25-101, Table 9.1.)
- A1.2.1.1.10.21. Are WRM vehicle road kits secure and have been inventoried? (PACAFI 25-101, Table 9.1.)
- A1.2.1.1.10.22. Is a quarterly reconciliation performed of WRM vehicle status between fleet management and vehicle maintenance? (PACAFI 25-101, para 9.10.1.)
- A1.2.1.1.10.23. Are procedures developed to ensure WRM vehicles are inspected each quarter utilizing appropriate vehicle operator checklists? (PACAFI 25-101, para 9.11.4.)
- A1.2.1.1.10.24. Have procedures been established for withdrawal of vehicles to support contingency plans? (PACAFI 25-101, para 9.10.2.)
- A1.2.1.1.10.25. Has a current listing of WRM integrated vehicles by registration number and unit assigned been provided to MC&A? (PACAFI 25-101, para 9.10.3.)
- A1.2.1.1.10.26. Are active stored vehicles exercised quarterly? (PACAFI 25-101, para 9.11.4.1.10.)

A1.2.1.1.10.27. Are active stored and integrated WRM vehicles of the same type rotated at least every 12 months? (PACAFI 25-101, para 9.12.)

A1.2.1.1.10.28. Are WRM vehicles included in utilization/rotation analysis? (PACAFI 25-101, para 9.12.1.)

A1.2.1.1.10.29. Has a WRM vehicle-parking plan has been developed that identifies storage location by vehicle registration number? (PACAFI 25-101, para 9.14.1.)

A1.2.1.1.10.30. Are vehicle release cases approved at proper levels? (PACAFI 25-101, paras 6.12., 9.21.)

A1.2.2. VEHICLE OPERATIONS

A1.2.2.1. VEHICLE OPERATIONS MANAGEMENT

A1.2.2.1.1. FLIGHT MANPOWER

A1.2.2.1.1.1. (#) Is all required workload data collected and maintained on file for 12 months? (AFI 24-301, para 1.2.13.1.4, PACAF Sup 1, para 1.2.13.1.4.3)

A1.2.2.1.1.2. (#) Are local operating procedures established to address training/continuity procedures to ensure workload data is entered into the automated dispatch program in a standardized format? (AFI 24-301, para 1.2.13.1.4.2)

A1.2.2.1.1.3. (#) Are procedures established to ensure required workload data is collected/maintained and completed transportation requests are reviewed for accuracy within three duty days? (AFI 24-301, para 1.2.13.1.4.2.2)

A1.2.2.1.1.4. (#) Are workload data backup procedures established? (AFI 24-301, para 1.2.13.1.4.2.3)

A1.2.2.1.2. OFFICIAL USE OF VEHICLES

A1.2.2.1.2.1. (#) Is a technical assessment conducted on all suspected vehicle misuses to determine if regulatory official use guidance has been violated? (AFI 24-301, para 2.3)

A1.2.2.1.2.2. (#) Are all substantiated misuse allegations, along with the technical assessment forwarded to the appropriate unit commander for investigation? (AFI 24-301, para 2.3)

A1.2.2.1.2.3. (#) Is a log of all suspected misuse cases and a case file for substantiated allegations maintained? (AFI 24-301, para 2.3)

A1.2.2.1.2.4. (#) Has a local instruction been established that applies the authorized and unauthorized uses of government vehicles as prescribed in AFI 24-301, chapter 2 and chapter 9 paragraph 9.8? (AFI 24-301, chap 2, para 9.8, PACAF Sup 1, para 2.3.1)

A1.2.2.1.2.5. (#) Does the installation's official use of vehicles instruction address the installation's vehicle misuse program? Has it been coordinated with HQ PACAF/LGR and approved by the installation commander? (AFI 24-301, PACAF Sup 1, para 2.3.1)

A1.2.2.1.2.6. (#) (For Osan and Kunsan only). Does the installation's Immediate Response Vehicle (IRV) and Emergency Response Vehicle (ERV) program comply with HQ PACAF's overarching guidance? (AFI 24-301, PACAF Sup 1, para 2.6.25)

A1.2.2.1.3. FLIGHT TRAINING

A1.2.2.1.3.1. Does the flight training program meet mandated requirements? (AFI 24-301, para 1.2.14 and para 1.2.15, and AFI 36-2201)

A1.2.2.1.3.2. Are OJT records properly maintained/documented? (AFI 24-301, para 1.2.14 and para 1.2.15)

A1.2.2.1.3.3. Are CDC's completed and up grade training completed within regulatory timelines? (AFI 24-301, para 1.2.14 and para 1.2.15)

A1.2.2.1.3.4. Does the flight training program include familiarization with potential war-time skills? (AFI 24-301, para 1.2.15)

A1.2.2.1.4. BUS TRANSPORTATION

A1.2.2.1.4.1. Are Military Mass Transit Services reviewed every 6 months and are records retained for 3 years? (AFI 24-301, para 9.3)

A1.2.2.1.4.2. Are shuttle bus services in compliance with mandated operating restrictions? (AFI 24-301, para 9.7)

A1.2.2.1.4.3. Are organic school bus programs in compliance with mandated operating restrictions; are all cost collected and reimbursed by DoDEA? (AFI 24-301, paras 9.9 and 9.10)

A1.2.2.1.4.4. Is bus transportation for services support in compliance with established operating instructions and is the support approved by the installation commander? (AFI 24-301, para 9.8)

A1.2.2.1.5. OPERATOR RECORDS AND LICENSING

A1.2.2.1.5.1. (#) Is the licensing module of OLVIMS being utilized...are backup files maintained? (AFI 24-301, para 4.3)

A1.2.2.1.5.2. Are quarterly surveillance visits to assess unit compliance accomplished by vehicle operations on those units authorized to maintain remote CAFIS capability? (AFI 24-301, PACAF Sup 1, para 4.2.1)

A1.2.2.1.5.3. Are requests to decentralize OR&L indorsed by the MSG/CC and approved in writing by PACAF/LGR? (PACAF Sup 1, para 4.2.1)

A1.2.2.1.5.4. (#) Is a program established to manage Suspension/Revocation of Government Vehicle Operator's Driving Privileges? (AFI 24-301, para 4.11)

A1.2.2.1.5.5. Are procedures established to manage the restoration of government vehicle driving privileges while on-base POV privileges are suspended...does the same level of authority that approved the suspension approve the reinstatement? (AFI 24-301, para 4.12)

A1.2.2.1.5.6. Is a background check requested from security police on newly appointed trainers? (AFI 24-301, para 4.5.3.1)

A1.2.2.1.5.7. Is a list of approved trainers kept on file in the OR&L section? (AFI 24-301, para 4.5.3.3)

A1.2.2.1.5.8. (#) Are copies of unit commander approved lesson plans on file for all applicable organizations? Have the lesson plans been coordinated with the VOO/VOS and VMM? (AFI 24-301, para 4.5.4.1)

A1.2.2.1.5.9. Do lesson plans for prime movers include instruction on all pintle hook towed vehicles and/or equipment to be towed by the unit? (AFI 24-301, para 4.5.10)

A1.2.2.1.5.10. (#) Are active records maintained for all authorized operators, regardless of vehicle type or gross vehicle weight (GVW), assigned to the installation? (AFI 24-301, para 4.3.1, para 4.4.1.4)

A1.2.2.1.5.11. (#) Are there procedures in writing to ensure MPF provides a PCS listing to OR&L? Does the OR&L staff receive the monthly scheduled PCS listing from the MPF? Is a hard copy of the AF Form 2296 forwarded to the MPF? (AFI 24-301, para 4.3.2.1)

A1.2.2.1.5.12. (#) Are procedures in place to ensure vehicle operator information files are purged of retiring or separating personnel? (AFI 24-301, para 4.3.2.2)

A1.2.2.1.5.13. Are procedures in place to ensure Federal Civilian Employees, that possess an AF Form 2293, maintain the capability to operate government-owned or leased motor vehicles? (AFI 24-301, paras 4.7.1 and 4.7.2)

A1.2.2.1.6. OPERATIONS SUPERVISION

A1.2.2.1.6.1. Does dispatch operations maintain accurate dispatch/maintenance status for assigned vehicles? (AFI 24-301, para 1.2.10.1)

A1.2.2.1.6.2. Are procedures in place to obtain oversize/overweight road permits? (AFI 24-301, para 1.2.10.4. and para 1.2.10.5)

A1.2.2.1.6.3. Are procedures in place to manage toll-free passes? (AFI 24-301, para 1.2.10.9)

A1.2.2.1.6.4. Are current copies of vehicle/personnel recall rosters, quick reaction checklists, grid maps, and applicable contingency plans available; are dispatchers trained on their use? (AFI 24-301, paras 1.2.8.2.7 and 1.2.10.11)

A1.2.2.1.6.5. Are facilities, vehicles, supplies, and equipment properly maintained, clean, and accounted for? (AFI 24-301, paras 1.2.11.1, 1.2.11.2, 1.2.11.3, and 1.2.11.4)

A1.2.2.1.6.6. Does a flight HAZCOM program exist? (AFI 24-301, para 1.2.11.5, AFOSH 48-8)

A1.2.2.1.6.7. Does vehicle operations provide pickup and delivery services (except DIFM turn-ins) on the installation 24 hours per day seven days per week? (AFI 24-301, para 1.2.8.2.10.3)

A1.2.2.1.6.8. Is a Time Definite Delivery concept of operations used as the prime method for pickup and delivery service? (AFI 24-301, paras 1.2.8.2.10.3 and 1.2.10.13)

A1.2.2.1.6.9. Is Supply Asset Tracking System (SATS) used in concert with pickup and delivery requirements? (AFI 24-301, para 1.2.8.2.10.3.6)

A1.2.2.1.6.10. Are transient aircrews provided Prime Knight aircrew support IAW AFI 34-246? (AFI 24-301, para 1.2.8.2.11)

A1.2.2.1.6.11. Is priority cargo to include 01, 02, and MICAP, delivered within 30 minutes? (AFI 24-301, para 1.2.9.6.1.1)

A1.2.2.1.6.12. Are operating instructions established for items that require special handling instructions/procedures, e.g., classified, health hazard, pilferable, electrostatic discharge? (AFI 24-301, para 1.2.9.6.1.4)

A1.2.2.1.6.13. Do items requiring a signature receipt have an authorized individual's signature on the pickup or delivery document? (AFI 24-301, para 1.2.11.10)

A1.2.2.1.6.14. Is a Pickup and Delivery Support Analysis accomplished semiannually as part of the Semiannual Vehicle Operations Services Analyses? (AFI 24-301, para 3.1.6.3.6)

A1.2.2.1.6.15. (#) Has the VOO/VOM appointed trainers by memorandum for "WRM exercise and care purposes only" and is the list of approved trainers maintained by the flight? (AFI 24-301, PACAF Sup 1, para 4.2.2)

A1.2.2.1.6.16. (#) Is the AF Form 171, Request for Driver's Training and Addition to the US Government Driver's License, retained as a source document to verify training and authority to operate/exercise/care for WRM vehicles? (AFI 24-301, PACAF Sup 1, para 4.2.2)

A1.2.2.1.6.17. Are domicile to duty requests properly routed for approval? (AFI 24-301, PACAF Sup 1, para 2.9)

A1.2.2.1.6.18. (#) Does the VOO/VOS review the Semiannual Vehicle Operations Analyses to ensure process improvement, cost effectiveness, efficiency, and quality customer service are achieved? (AFI 24-301, paras 1.2.9.1 and 3.1.6.3)